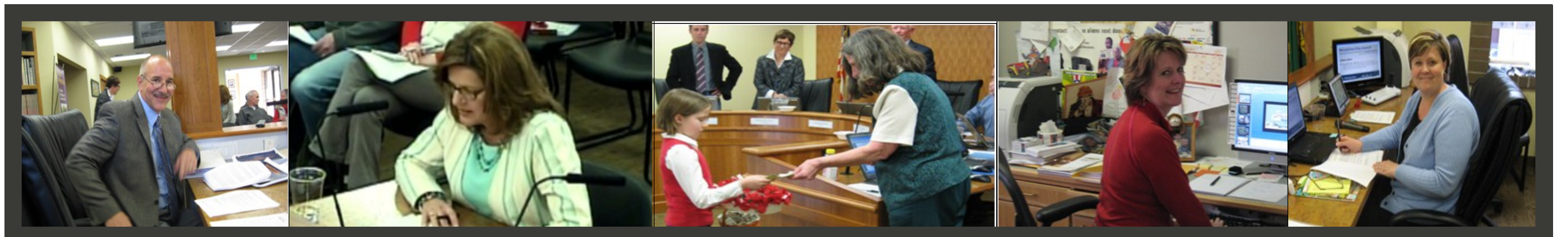


M ayor's Office



(Includes Human Resources & Legal)



CURRENT PROJECTS:



- **Contract Negotiations:** Regional Jail, Public Defender, Wenatchee Convention Center Management, Wenatchee Valley Visitors Bureau, Tourism Promotion Area management, Humane Society, Charter Franchise, and IAFF (Fire), AFSCME (Public Works) wage opener



- **Coordinate City Council Committee Work:** Pybus, Lodging Tax Advisory Committee, Blue Ribbon Task Force (budget / events center)



- **Coordinate and carry out all City Council meetings** - regular meetings, special meetings and work sessions



- **Work with City Directors through Budget process**



- **Work with Finance and associated departments on developing Bond documents** (four potential bond issues in 2011)



- **Liaison work with State and Federal Legislators**, along with other State associations



- **Liaison with organizations seeking City assistance**

- **City lead for economic development/marketing/storefront PR efforts**

- **Staff support to City's Diversity Advisory Council, Wellness Committee**

- **Conduct City wide records management process to digitize all records**

- **Manage public records requests**

- **Point of contact for damage claims**

- **Work with Human Resources on labor contracts, personnel issues and ongoing training needs**

- **Develop and publish materials for those interested in running for office, hold informational meetings**

- **Coordinate Sister City contacts and events** (Misawa, Naju)

- **Provide ongoing website updates and new items for e-news**

- **Lead for annual ADA review**

- **Compensation and benefits administration, manage workers comp records/claims, including return to work/light duty programs and efforts**



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